

# Mineral<sup>®</sup>



QUICKSTART GUIDE



# Getting started with Mineral<sup>®</sup>





Say hello to your Mineral Platform™, designed to help you get and stay ahead of HR and compliance challenges. Set yourself up for success with a step-by-step guide to getting the most out of the Mineral tools, resources and information.

## Login to the Mineral Platform now.


Select **“Forgot Username or Password?”** on the sign-in page if you do not know your login credentials.

[Sign In](#)

# Getting started in three easy steps

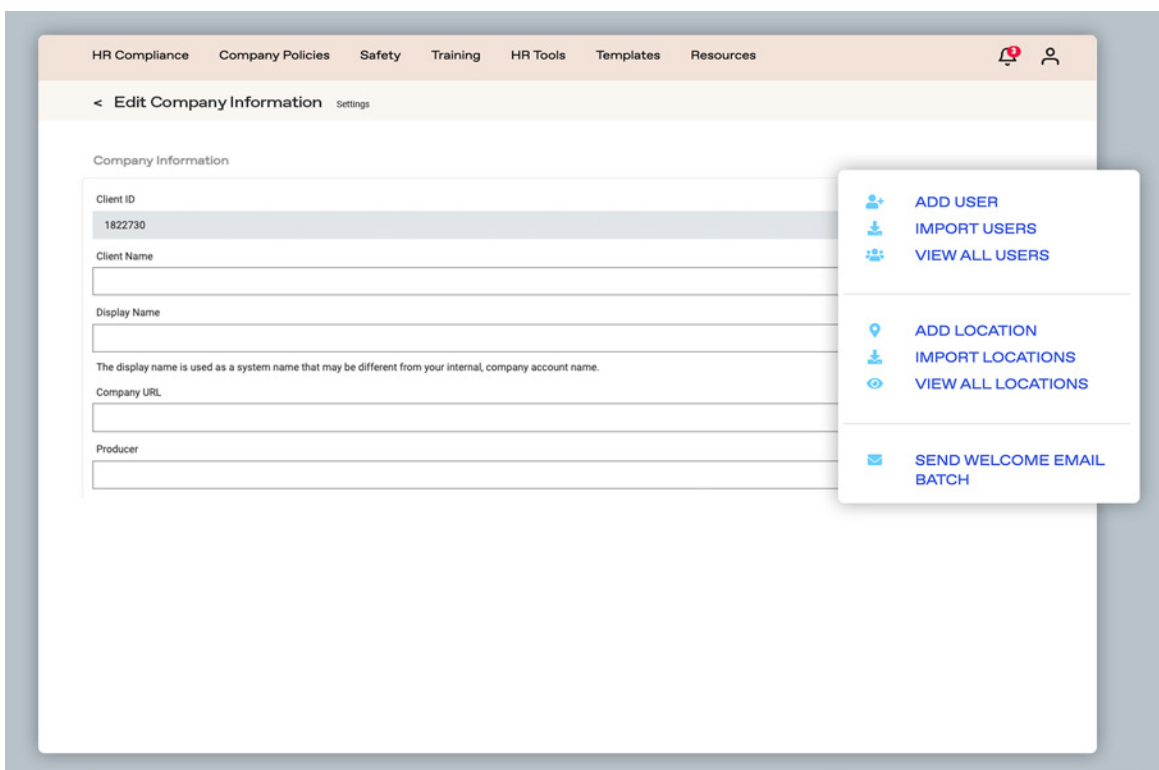
## Step 1: Set up your profile

Mineral constantly monitors laws and regulations so that you know what actions to take and when. Many of these regulations vary based on your number of employees or what states you operate in, so make sure that you get the most relevant recommendations by updating your company profile.

To get started, select the **Avatar**  located on the menu bar and select **Company**. From here, you can select **Edit** to:

**Update Company Information:** Review or update the information here to ensure your company information is up-to-date.

**Add a New Location:** On the right-side menu, select **Add Location**. Complete all required boxes for the new location and select **Save Settings**.



## Learn more

[Getting Started: Welcome to Mineral](#)

[User Guide: System Administration for Company Administrators](#)



**TIP:** You can also import multiple contacts by using the **Import Contacts** option.

## Step 2: Personalize your dashboard

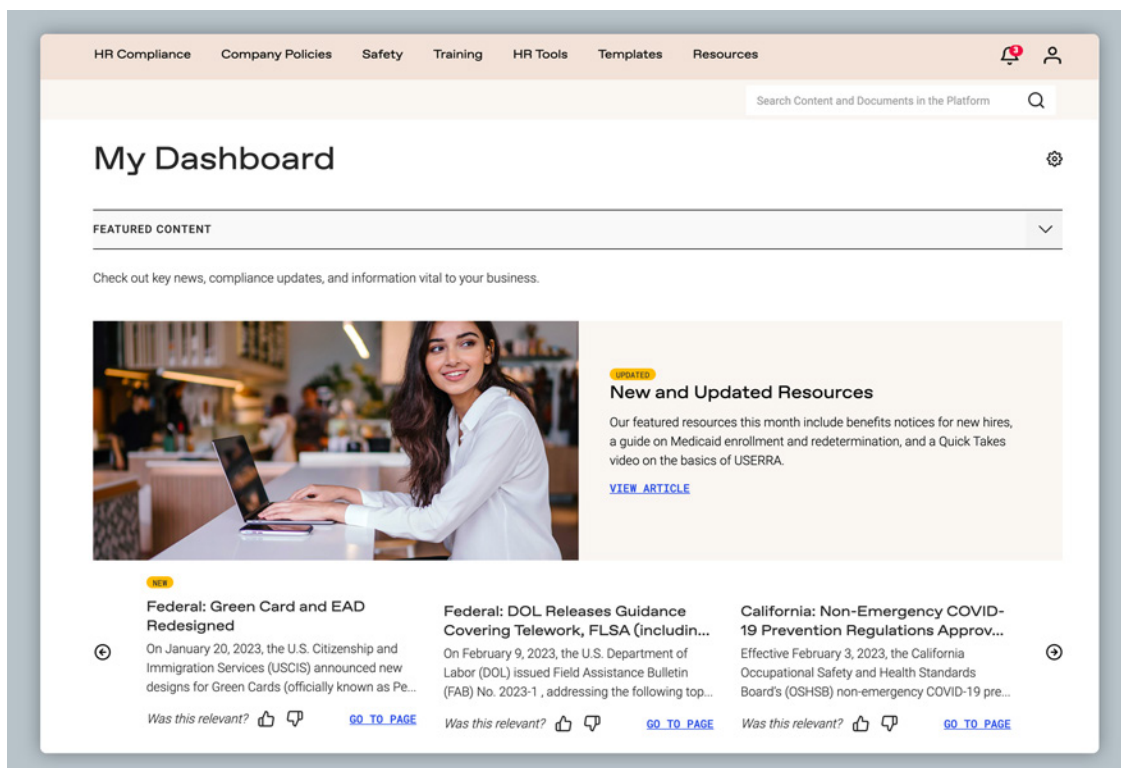
Your dashboard acts as a central hub for all your HR and compliance needs. When you sign in, you'll see your dashboard, where you can customize the Mineral Platform to focus on the most relevant information for you and your business.

To customize your experience:

**Add content and articles to My Favorites:** Add your most-used content to your Favorites list for quick reference.

**View To-Do items:** Keep track of your recommendation acted items and upcoming compliance needs.

**Explore the Compliance Calendar:** Want to see what compliance deadlines are around the corner? The Calendar highlights important dates relevant to your business.



## Learn more

[How-To Video: How to Reorganize the Content on My Dashboard](#)

## Step 3: Explore the HR Compliance Library

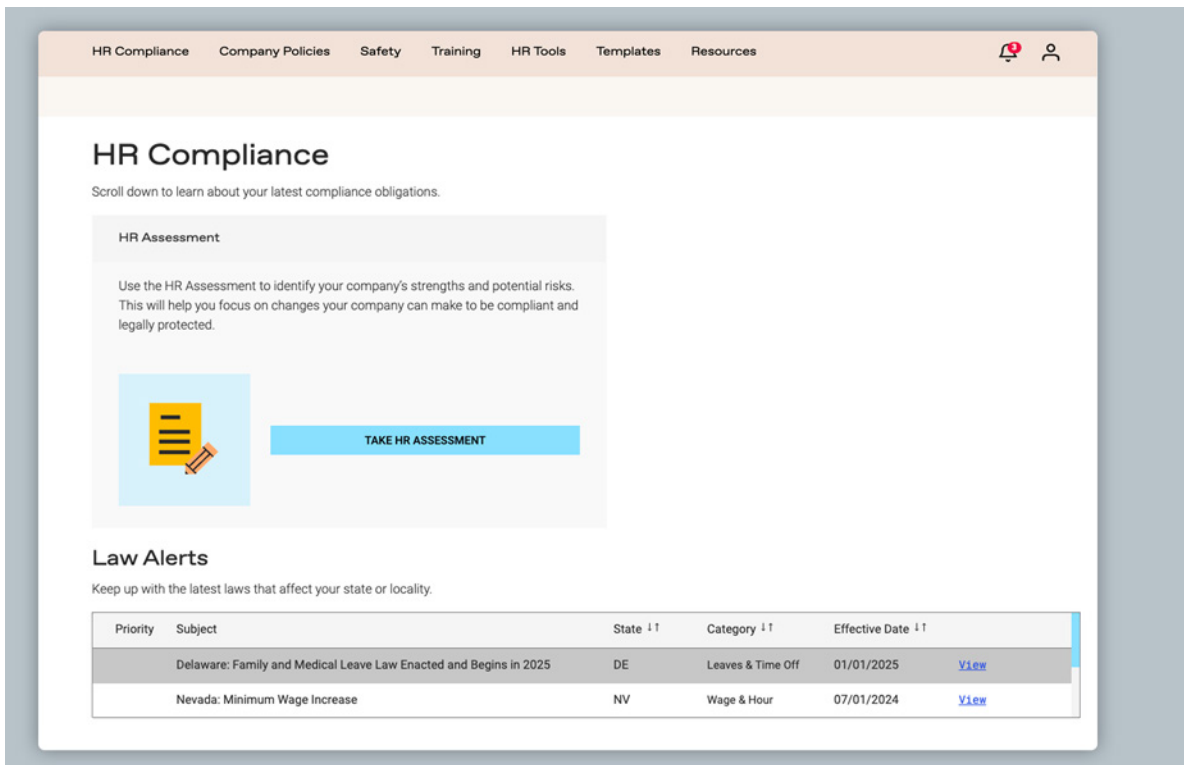
No more scouring the internet— the [HR Compliance Library](#) is your one-stop, searchable resource with the information and tools you need to answer your HR and compliance questions, no matter how large or small.

Not sure where to begin? Here's a few places to get you started:

**Take the HR Assessment:** Use the HR Assessment to identify your strengths and potential HR gaps.

**Review your Law Alerts:** Law Alerts is where you'll find information about new and changing State and Federal laws.

**Find answers in Q&A:** Got an HR question? Browse the Q&A for answers to frequently asked HR questions.



The screenshot displays the HR Compliance Library interface. At the top, there is a navigation bar with links for HR Compliance, Company Policies, Safety, Training, HR Tools, Templates, and Resources. The main heading is "HR Compliance" with a sub-heading "Scroll down to learn about your latest compliance obligations." Below this, there is a section for "HR Assessment" which includes a description: "Use the HR Assessment to identify your company's strengths and potential risks. This will help you focus on changes your company can make to be compliant and legally protected." A yellow icon of a document with a pencil is shown next to a blue button labeled "TAKE HR ASSESSMENT". Below the assessment section is a "Law Alerts" section with the sub-heading "Keep up with the latest laws that affect your state or locality." This section contains a table with the following data:

Priority	Subject	State	Category	Effective Date	
	Delaware: Family and Medical Leave Law Enacted and Begins in 2025	DE	Leaves & Time Off	01/01/2025	<a href="#">View</a>
	Nevada: Minimum Wage Increase	NV	Wage & Hour	07/01/2024	<a href="#">View</a>

## Learn more

[HR Assessment User Guide](#)

# Next steps with Mineral

## View the Help Center

Learn how to get the most out of Mineral with how-to videos, user guides, FAQs and more found in the [Help Center](#).



### Free Mineral Training Webinars

Ready to get a deeper dive into Mineral solutions? Register for an upcoming training webinar for guided tours of the platform.

[Register Now](#)